

Job Description: Accountant II

Reports to: General Manager and Corporate CFO

Duties and Responsibilities

- I. Financial
 - Prepares balance sheets, profit and loss statements, and other financial reports.
 - Analyze trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses.
 - Reports organization's finances to management, and offers suggestions about resource utilization and assumptions underlying budget forecasts.
 - Interfaces with government, external auditors and accountants, and banking institutions.
- II. Accounts Payable/ Receivables
 - Carries out revenue and cash control operations, assures accuracy of reports and deposits.
 - Performs account receivable functions, assures payments are deposited on a timely basis.
 - Provides reports to Sales Department regarding past due receivables.
 - Coordinates credit card operations in park.
 - Coordinates consignment ticket operation.
 - Prepares monthly sales tax return.
 - Prepares all bank reconciliations.
 - Codes all invoices to correct account and date of payment
 - Manages monthly vendor payments to assure invoices are paid correctly and in a timely manner.
 - Keeps track of various accounting and reporting schedules.
 - Keeps record of cash operating balances
- III. Administrative
 - Supervises payroll to assure all state and federal laws are adhered to for tax reporting purposes.
 - Establishes and secures quality business relationships with purchasing vendors.
 - Manages daily operations of support services for the organization.
- IV. Education and Experience
 - Bachelor's degree in Accounting and/or Business or the equivalent industry experience required
 - Minimum 2-4 years of experience in the field of Accounting and/or Finance or in a related area

V. Knowledge and Skills

- Computer literacy and strong Excel, Quickbooks and SAP
- Familiar with GAP
- Relies on experience and judgement to plan and accomplish goals
- Excellent verbal and written communication and organizational skills
- Strong attention to detail
- Strong organizational skills